

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

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To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
Washington, DC 20408

JOB NUMBER

N1-38-98-4

1. FROM (Agency or establishment)
Department of the Treasury

DATE RECEIVED

4-8-98

2. MAJOR SUBDIVISION
U.S. Customs Service

NOTIFICATION TO AGENCY

3. Minor Subdivision

Trade Operations

4. NAME OF PERSON WITH WHOM TO CONFER
John Roach

5. TELEPHONE
(202) 927-1426

DATE

ARCHIVIST OF THE UNITED STATES

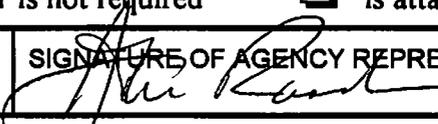
6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required is attached; or has been requested

DATE
4/6/98

SIGNATURE OF AGENCY REPRESENTATIVE



TITLE
Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Automated Commercial System (ACS)</p> <p>ACS is the centralized automated system used by the U.S. Customs Service employees to track, control and process all commercial goods imported into and exported out of the United States.</p> <p>ACS is an integrated, large scale mainframe system. Subsystems allow Customs Service business partners to enter, receive, check information relating to, and pay for, commercial shipments. ACS facilitates merchandise processing and reduces paperwork for both Customs and the importing community. The system contains the subsystems described below.</p>	N1-3-86-1	-

SF-115 Attachment ACS

1. Automated Broker Interface (ABI)

ABI is a voluntary program available to USCS customers: brokers, importers, carriers, port authorities, and independent service centers. This system facilitates customers transmission of import data electronically to Customs which expedites the release of merchandise for the trade community. Participation allows entry summaries to be electronically transmitted, validated, confirmed, corrected, and paid. An administrative message system and two-way electronic mail keep participants informed of current information and issues. Customers can query quota status, visa requirements, manufacturer information, and entry/entry summary processing status. ABI allows filers to pay multiple entries with one payment transaction through statement processing. ABI subsystems include the following:

- (A) Cargo Selectivity (CS). This system is used to sort high risk cargo from low risk cargo and to determine the type of examination is required, The CS system accepts data transmitted through ABI and compares it against established criteria. National In-bond entries processed through CS are automatically posted against the appropriate bill of lading.

Disposition: Destroy when administrative needs are fulfilled (INS-1, N1-36-86-1)

- (B) Entry Summary Selectivity (ESS) Subsystem. This subsystem automates the review of entry summary data. The system matches national and local selectivity criteria against entry summary data to assess risk by imported, tariff number, country of origin, manufacture and value. ESS established a paperless paper summary activity, discrepant summary findings and line item assignment data. Positive "hits" are noted, no record is created for negative responses.

Disposition: Destroy when administrative needs are fulfilled (INS-1, N1-36-86-1)

- (C) Census Interface: ACS captures Bureau of Census data through the Census Interface System. A.I. entry summary transmissions pass through Census edits and the Census data is captured in ACS. Customs then transfers the ABI entry summary data to Census,

Disposition: None required. Data should be scheduled by the Department of Commerce, Census Bureau.

SF-115 Attachment ACS

- (D) **Quota/Visa Subsystem** The quota system tracks quantity controls of imported merchandise. It also tracks foreign entry control visas from other countries. The quota system checks the quantities against the visas and transmits this information to the country of origin. The ACS quota and visa controls simplify reconciliation of imports and exports. The system also allows the transmission of Immediate Delivery (CF 3461) and Entry Summary (CF 7501) for ABI participants to file documents directly with an assigned import specialist team.

Disposition: Destroy after three years (QUO-1, N1-36-86-1)

- (E) **Automated Invoice Interface (AII) Subsystem:** AII allows filers to send electronic invoice related to entry information to Customs. It uses either ABI record formats or the EDIFACT CUSDEC (Customs declaration). When EDIFACT is used, the customer transmits data normally on the Customs Form (CF) 3461, cargo release, as well as the entry summary, CF-7501, invoice data, and other government agency data.

Disposition: Destroy conditionally free invoices after 3 years. (BAG-8, N1-36-86-1)
Destroy dutiable invoices after six years. (BAG-8, N1-36-86-1)
Destroy General Order Warehouse copy 1 year after disposal. (CON-3, N1-36-86-1)

- (F) **Drawback Subsystem** This system allows customers to submit a request for duty reimbursement to Customs. This process provides efficient claim processing and effective issuance of the drawback payment.

Disposition: Accountable - six years and 3 months (GRS-6.1 and GRS 23).

- (G) **Harmonized Tariff Schedule.** This system provides users an automated tariff schedule look up. (Original data tape is provided by the International Tariff Commission).

Disposition: Destroy when no longer needed for information purposes.

- (H) **Entry and Liquidation Files.** Information collected related to collections, liquidations, fees, appraisement and collections, including trade statistics.

Disposition: Destroy eight years after final liquidation (APP-5, N1-36-86-1)

SF-115 Attachment ACS

2. Automated Manifest System

The Automated Manifest System (AMS) is a multi-modular cargo inventory control and release notification system. AMS interfaces directly with the cargo selectivity and in-bond systems, and indirectly with ABI. Linkage allows faster identification and release of low risk cargo shipments. Using AMS customers can receive electronic authorization of cargo release, even prior to the cargo's physical arrival. Using AMS can facilitate the intermodal movement (e.g., by rail and truck) and delivery of cargo through the In-bond system. Carriers, port authorities, service bureaus, freight forwarders, and container freight stations can participate in AMS. Customers can use AMS to processing manifest and waybill data and eliminate the requirement for paper manifest discrepancy reports.

- (A) **AMS-Sea:** This subsystem allows importers to transmit manifest data electronically prior to vessel arrival. Customs uses the information provided to apply selectivity criteria (see section 1(B), above) and then determines whether the merchandise merits examination or immediate release. Upon receiving notification from Customs, carriers may make decisions on staging cargo and importers can arrange for examination, release, and distribution of the merchandise. All of this can be accomplished before the merchandise arrives. AMS-Sea allows file inward manifest data electronically using Customs syntax (CAMIR) or Sea manifest syntax - ASCX.12. AMS-Sea also allows importers to for terminate custodial bond liability; request and receive electronic authorizations for Permits to Transfer; receive notification of other Federal government agency and Customs "holds;" and receive batch numbers from AMS to enhance tracking ability.

Disposition: Destroy after five years (CON-13, N1-36-86-1)

- (B) **AMS-Air:** This subsystems allows air cargo carriers to file bonds, permit to proceed, and accomplish local transfers electronically. Trade cargo processes differ with respect to air and vessel carriers. This system allows air carriers to obtain notifications of releases, in-bond authorities, general order, permit to proceed, and local transfer authorization upon flight departure or arrival form the first foreign port. Air waybill data can be transmitted in any sequence and checked against the selectivity system criteria (see section 1(B) above). Carriers have the option to transmit bills at random or group them by flight. Amendments to any air waybill information can also be transmitted electronically through AMS. Air AMS increases data reliability and electronic enforcement capability by standardizing the way the trade community and the U.S. Customs Service process air cargo.

Disposition: Destroy after five years (AIR-4, N1-36-86-1)

3. Automated Clearing House (ACH)

SF-115 Attachment ACS

This subsystem allows Automated Broker Interface (ABI) filers to pay multiple ABI entry summaries electronically. A generated preliminary statement of summaries due is transmitted to the filer through the ABI system. The filer prints and reviews the preliminary statement, updates the statement with additions or deletions, and submits a final statement with payment. ACH reduces processing costs for the USCS and its customers because statement processing time for collection and acceptance of an entry summary is significantly reduced.

Disposition: Destroy six years and three months after final payment (GRS-6 and GRS-23)

SF-115 Attachment ACS

4. Other Government Agencies (OGA) Line Release

ACS interfaces with other government agencies (OGA) to electronically transfer data on import transactions. The interface eliminates the need for paper copies of other agencies forms which are otherwise required by Customs with the Entry or Entry Summary. Department of Transportation, Bureau of Census, Federal Communications Commission, Food and Drug Administration, and U.S. Fish and Wildlife Service requirements, are combined into one readable format.

The line release system (bar code) tracks and releases highly repetitive shipments at land border locations. Cargo release data is transmitted to ACS, establishing an entry and the requirement for an Entry Summary, and provides ABI participants with release information. Line Release 0 can be obtained without preparing Customs Forms 3461 or 3461 ALT, the bar code replaces these forms.

Disposition:

Other agency information: Dispose of when no longer needed for administrative purposes (GRS-20)

Related to Formal Entries: Destroy after three years (ENF-4, N1-36-86-1)

Related to Informal Entries: Destroy after thirty days (ENF-4, N1-36-86-1)

Related to Penalty Cases: Destroy after five years (ENF4, N1-36-86-1)

SF-115 Attachment ACS

5. Automated Export System (AES)

AES is an export information gathering and processing system through which several Federal agencies obtain information gathered electronically by exporters. AES uses the EDI standards and reduces multiple filings to several agencies, and the necessity to file Department of Commerce Shippers Export Declarations (SEDs) is eliminated.

Disposition: Destroy after all administrative needs are met. Under GRS-20, the Departments of Commerce, Defense and State are the primary end users of AES data, because the data is incomplete without the information integrated with manual filings collected by those agencies.